**Public and Non-Profit Leadership:**

**Resume & Job Searching Writing**

A collaboration of Metro State University

Career Center and Writing Center

Spring 2023

Job materials in the field of Public and Non-Profit Leadership focus on school, work, volunteer and life experiences that showcase skills in leadership, management and advocacy, whether students are seeking internships or graduates are seeking employment.

Resumes state qualifications and explain how you are a good fit for a position. Emphasize your qualifications from the classroom, work, and volunteering. Relevant associations, clubs or activities also support your story. Feature coursework or projects that are most relevant to a specific job or that were highly praised. Think broadly and confidently: most jobs build skills that transfer to professions. Evaluate and update resumes regularly; revising professional materials is an excellent way to explore possibilities and think intentionally about your working life.

Your first impression for an employer may be your resume, but professional communication plays an important role in all aspects of your job search. In addition to your resume, there are other written documents that are essential. In this guide, we provide tips for writing cover letters and thank you notes but you can take these principles and apply them to any correspondence with your potential employer and networks, as well as any online application materials you might submit.

Record and then promote your unique experiences, skills and talents over the course of your professional life so that they are there when it comes time to promote the relevant ones for a sudden opportunity. We carefully designed this guide as a kind of workbook. Use it either as a step-by-step template or simply a well-grounded source of inspiration for designing these core career documents. First, we have a bit of advice for resumes and job search communications. At the end, you will find samples and blank templates.

**For additional resources on careers & writing, visit:** [**https://www.metrostate.edu/career**](https://www.metrostate.edu/career)

Resumes

Resumes provide contact information, state qualifications in brief, easy to read detail, and explain how you are a good fit for a position. As you draft or revise one, use this series of questions to ensure yours is complete and relevant.

**What is my purpose for this resume?** Is it aimed at supporting a specific job or internship application, a general search, scholarship application, or getting a grant, etc. -- have a simple, easy to update version that provides a complete record of your educational and professional life. That way you’ll be able to adapt it quickly should a sudden opportunity come up.

**What do I want to call myself?** If you are including a profile or objective statement, a general title from the industry or your status as a college student or recent graduate is a good way to show where you see yourself as a member of the field. Consider adding descriptive adjectives like detail oriented, creative, empathetic, or effective; use a word or two that best describes you professionally.

**What education and work experiences support my qualifications?** List trainings, licensures, and relevant coursework as well as completed or anticipated degrees. What fields have you worked in already, might they be relevant? Remember, relevant volunteer work experience may be as valuable as paid work in explaining your qualifications.

**What are my general personal & professional strengths?** Skill sets and attributes, life experiences, populations worked with, and/or research interests. Remember, a sense of purpose or commitment to growing specific valuable skills is a strength that can be touched on in a profile or descriptions of course work or job duties.

**What do I want to highlight?** Place the strongest details at the beginning of the document. For example, that could mean briefly mentioning a detail in the Profile section at the beginning that you then explain again in a description of duties.

**Maria Sanchez**

612-222-7890 [Maria.Sanchez@gmail.com](mailto:Maria.Sanchez@gmail.com)

**PROFESSIONAL PROFILE**

Highly motivated and dynamic graduate student in the Masters of Public and Nonprofit Administration program seeking challenging opportunity as a Program Director. Diverse background includes a Bachelor of Arts degree in Sociology, extensive experience in Teaching and Training, Customer Service and Team Management. Very intuitive, dedicated professional recognized for her energy, quality of work, ethics, and exceeding expectations.

Expertise includes:

* Building effective virtual and in-person relationships with clients, colleagues, and management
* Strong interpersonal skills with ability to work on multiple projects
* Fluency in Spanish and English

**EDUCATION**

**Masters of Public and Nonprofit Administration**

Metro State University, Saint Paul, MN, anticipated May 2025

**Bachelors of Arts in Sociology**

University of St. Thomas, Saint Paul, MN

**EXPERIENCE**

*Manager of Community Engagement* June 2019-Present

Big Brothers, Big Sisters Twin Cities, Minneapolis, MN

* Develop strategic initiatives to ensure agency goals and vision are executed through recruitment of community mentorships
* Maintain accurate records through Salesforce CRM on corporate and community partners in order to effectively communicate impact made by the program
* Work collaboratively across agency to effectively communicate services, conduct volunteer trainings, and support fundraising efforts

*Project Coordinator* July 2016-June 2019

Dakota County Public Health, West St. Paul, MN

* Facilitated data collection and survey administration needed for local needs assessments through interviews
* Engaged community members in focus groups and conversations about services needed in the community regarding health and equity initiatives
* Effectively managed multiple projects with various deadlines and priorities

**LEADERSHIP AND VOLUNTEER EXPERIENCE**

*Student Member,* the Diversity Council at Metro State University September 2022-Present

*Volunteer,* Village Book Builders, El Olvido, Mexico Summer 2017

* Mentored community youth in developing literacy skills, while encouraging the love of lifelong learning and curiosity about the world
* Visited community homes and was immersed into local culture and customs while discussing with families the benefits of education

**Samuel Le**

(651) 867-5309 | [Sammie.Le@my.metrostate.edu](mailto:Sammie.Le@my.metrostate.edu)

**Summary**

Knowledgeable professional with more than seven years of experience in government relations supporting the growth and development of county programs, services, and initiatives. Dedicated to supporting the needs of local residents through ensuring efficient operations and effectively communicating developments in laws, initiatives and opportunities.

**Education**

Metro State University, St. Paul, MN

**Master of Public Administration** 2022

**Bachelor of Arts: Psychology** 2013

**Related Experience**

**Project Manager**| Ramsey County| North St. Paul, MN| Oct 2015-Present

* Represent department by serving on internal and external task forces or committees related to capital improvement planning, facility accessibility, asset preservation, mobile equipment replacement, energy efficiency, and safety.
* Administer technical support for various services, while maintaining budgets for multiple grants.
* In collaboration with division directors, manage and prepare documentation for presentations to the County Commissioners regarding upcoming and current projects.
* Analyze historical data that impacts processes and decisions made in order to ensure equitable distribution of resources.

**Student Senator**| Metro State University Student Association| St. Paul, MN| Sept 2022-Present

* Develop innovative ideas to solve problems around campus.
* Attend weekly Senate meetings to discuss campus priorities and operations status.
* Attend General Assemblies with Minnesota State College Student Association (MSCSA).
* Provide a voice for underrepresented students to ensure equality of demographics.

**Planning and Evaluation Analyst**| Washington County| Woodbury, MN| May 2013-Oct 2015

* Supported department in planning and evaluation through analysis of regulations and statutes in order to aid in the development of program design and goals.

**Volunteer Experience and Professional Associations**

**Member**| Project Management Institute|November 2017-Present

**Board of Directors**, **Member**| Community Action Partnership of Ramsey & Washington Counties| May 2019-Present

**Volunteer Financial Coach**| PREPARE + PROSPER| St. Paul, MN| April 2017-Present

* Support participants in establishing their financial goals around increasing savings, eliminating debt, and improving credit.

**Volunteer Project Coordinator**| St. Mary’s Medical Center| Kenya| January 2007-December 2008

* Coordinated: USAID + HIV/AIDS sponsored programs and life skill workshops for over 120 teens
* Managed a team of 14 volunteers serving 201 affected families to distribute of food, medication and shelter resources

Cover Letters

Cover letters should be one page and only take a minute or so to read. If there is not a place to upload a letter online, we recommend that you either email it separately or combine your cover letter into your resume file and upload it as 1 document. The only reason you would not submit a cover letter is if the application specifically says “no cover letters.”

* Address it to the search committee chair or a specific contact in the organization who is part of the hiring process. If unknown, address your greeting to “Dear insert Open Position Title Search Committee,”
* Use the same header and font as the resume. (A header is not needed if the letter is the body of an email)
* Highlight qualifications, explain how you meet or exceed key requirements
* Be as interesting as possible – tell your story
* Know your audience and use language from their industry
* If you have any relevant publications and/or portfolios, a cover letter is a great place to mention them

Pre-Application & Follow-up Communications

In a job search you are always communicating. Your writing represents the type of student, practitioner, or professional you are. Whether you are networking, submitting your application through email, or following up to an interview with a thank you note, make sure your communication is clear, complete, and reads easily.

Pre-Application:

In the course of your career you may set up informational interviews, networking opportunities or consult with possible references through email, text, or phone calls. Use language and tone that is somewhat formal and consistent with your other application materials. This is a great way to make sure you are representing your most positive self and to build up your professional network.

Thank You:

According to monster.com, in 2021 only 24% of job seekers sent thank you notes after their interview, but 80% of employers say that they are helpful when assessing candidates for a position. Do not worry if no one responds to this communication; hiring committees may be under very strict rules and not be allowed to acknowledge it. Still, expressing gratitude will always be a good professional habit. Send a brief email within 24-48 hours of the interview thanking them for their time, maybe mentioning a highlight, and reiterating your interest in the role.

Introductory Paragraph

A simple, clear opening works nicely: state why you’re writing, what you're applying for and where you heard of it. You want to get a reader’s attention and state your goal.

Main Paragraphs

This is where you highlight your strongest qualifications and experience. Show the natural fit between you, the organization, the specific job, and the selection criteria.Write one or two paragraphs about three to five sentences long. Consider using a few bullet points.

Closing Paragraph

Indicate your excitement about and availability for the position, when you could start, ask for an interview, and/or mention how best to contact you.If possible, conclude with a statement indicating that you will follow-up with a phone call. Remember to thank them!

Signature Line

For the signature line, keep it very simple. Use your full name and consider repeating your preferred method of contact.

Thank You Correspondence Template

There are many different ways one could approach a thank you note; and all of them are the correct way! Here is a very simple framework to follow:

Dear person’s name who I met with,

Thank you for taking the time to meet with me today to discuss name topic(s) we discussed. It was exciting to learn more about your organization, career path, industry etc. I look forward to crossing paths in the future and hope to have the opportunity to discuss next steps.

Sincerely,

Your name

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